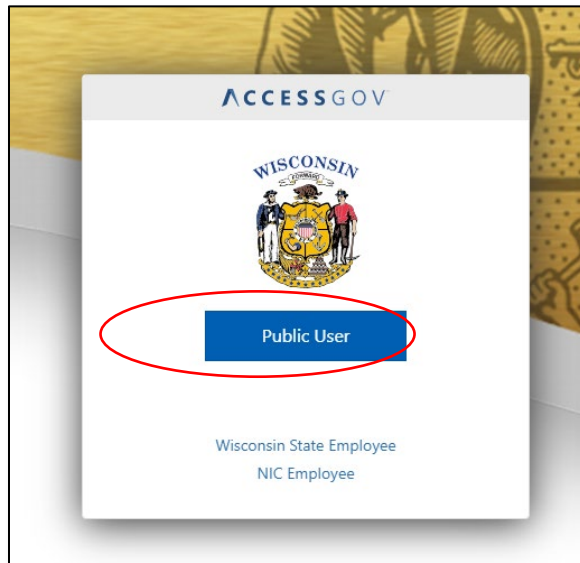


Registration Instructions for AccessGov

Registering for AccessGov

1. To create an AccessGov account, you first must sign up for a MyWisconsinID. When you get to a login screen, select *Public User*.

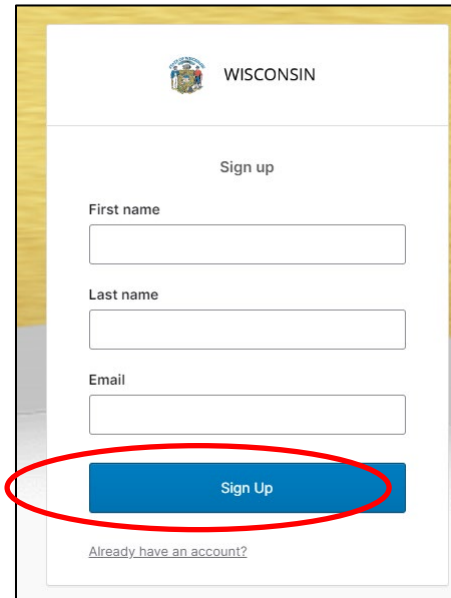


2. Select *Sign Up* at the bottom of the box shown on the next screen

A screenshot of the 'MyWisconsin ID Sign In' screen. At the top, the Wisconsin state seal and the word 'WISCONSIN' are shown. Below this, the title 'MyWisconsin ID Sign In' is centered. Underneath, there is a section for 'Email address' with a placeholder 'example - user@domain.com' and an empty input field. A blue 'Next' button is positioned below the input field. At the bottom of the form, there are links for 'Unlock account?' and 'Help'. The 'Sign up' link is circled in red.

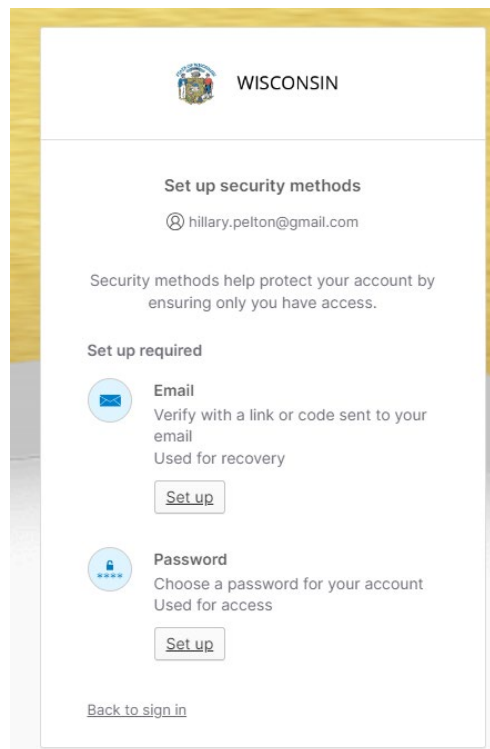
Registration Instructions for AccessGov

3. Enter your first and last name, as well as your email address, then select *Sign Up*



The screenshot shows the 'Sign up' page for the Wisconsin AccessGov portal. At the top is the Wisconsin state seal and the word 'WISCONSIN'. Below this is the heading 'Sign up'. There are three input fields: 'First name', 'Last name', and 'Email'. At the bottom of the form is a blue button labeled 'Sign Up', which is circled in red. Below the button is a link that says 'Already have an account?'.

4. Set up both your email verification and password by selecting the *Set Up* buttons beneath each step. Please note – once you complete one step, it will bring you back to this page to complete the next.




The screenshot shows the 'Set up security methods' page for the Wisconsin AccessGov portal. At the top is the Wisconsin state seal and the word 'WISCONSIN'. Below this is the heading 'Set up security methods'. Underneath is the email address 'hillary.pelton@gmail.com'. A message states: 'Security methods help protect your account by ensuring only you have access.' Below this is the section 'Set up required'. There are two options: 'Email' and 'Password'. The 'Email' option includes the text 'Verify with a link or code sent to your email' and 'Used for recovery', with a 'Set up' button below it. The 'Password' option includes the text 'Choose a password for your account' and 'Used for access', with a 'Set up' button below it. At the bottom of the page is a link that says 'Back to sign in'.


Registration Instructions for AccessGov

5. After you've set up both your email verification and your password, you will be asked to set up security methods. You only need to set up one of these items to proceed. Additional security methods are optional, not required. The phone option is highly recommended.

Please do not exit this page or select the back button to sign in before setting up at least one option. Your account will not be created if you do not select at least one security method.






 WISCONSIN

Set up security methods

 hiliary.pelton@gmail.com

Security methods help protect your account by ensuring only you have access.

Set up required

-  **Email**
Verify with a link or code sent to your email
Used for recovery
[Set up](#)
-  **Google Authenticator**
Enter a temporary code generated from the Google Authenticator app.
Used for access
[Set up](#)
-  **Okta Verify**
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity
Used for access
[Set up](#)
-  **Phone**
Verify with a code sent to your phone
Used for access
[Set up](#)
-  **Security Key or Biometric Authenticator**
Use a security key or a biometric authenticator to sign in
Used for access
[Set up](#)

[Back to sign in](#)

6. Once you have set up an additional security method, you can proceed into the application.
Note: you may receive an error message. Don't be concerned, close internet browser and reopen the link to proceed.